

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND**  
**POSITION DESCRIPTION**

**POSITION TITLE:** CASE MANAGER

**POSITION LOCATION:** ASDB

**POSITION REPORTS TO:** Principal

**POSITION SUPERVISES:** None

**MINIMUM QUALIFICATIONS:** Master's Degree in Special Education, Social Work, Counseling, or related field; three year's direct experience with sensory impaired or multiply handicapped students; intermediate sign language skills.

Candidate selected must be eligible to and obtain a certification as a Certified Independent Social Worker, Licensed Clinical Social Worker or Certified Professional Counselor or an Arizona Department of Education Guidance Counselor Certificate K-12. Certification must be obtained within three years of beginning employment.

**PREFERRED QUALIFICATIONS:** Master's degree in Social Work; demonstrated knowledge of behavior management techniques and teaching techniques for multiply handicapped students; CISW/LCSW or CPC certification; advanced sign language skills.

**MAJOR DUTIES AND RESPONSIBILITIES:** maintaining a case management system; collecting and reviewing records for students referred to case management; identifying case management team members and organizing staffings; designing behavioral programs for students referred for case management; conferring with educational, medical, and residential staff on students and programs. Other responsibilities include: providing social work services to a selected group of sensory impaired students and their families; maintaining records and communicating with team members; conferring with parents of students; serving as advocate to ensure that students receive any appropriate educational and residential programs; and providing in-service training to staff; assisting IEP teams with Functional Behavioral Assessments in writing Behavior Intervention Plans.

**KNOWLEDGE AND SKILLS:** Awareness of cultural issues; knowledge of behavior management and intervention; organizational skills and the ability to multi-task; effective communication skills; ability to work with adults having a variety of communication styles; ability to build consensus and work with a variety of teams.

**SPECIAL CONDITIONS/REQUIREMENTS:** Must utilize appropriate personal protective equipment as required.

<b>PAY PLAN:</b> <u>Certified</u>	<b>GRADE:</b> <u>Open</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>Revised: 7/2006</u>
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